





Fort Bend County Human Resources Open Positions – Revised 3/05/2018 (9:40 a.m)

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Job#	DEPARTMENT	JOB TITLE	REQUIREMENTS	GRADE/SALARY
18-033	Clinical Health Services – Rosenberg Annex	Licensed Vocational Nurse – TB Program PT – PRN – AS NEEDED	HS Diploma/GED; Licensed Vocational Nurse (LVN). 2-3 years job related experience as a Licensed Vocational Nurse. Reliable clinical judgement & ability to work independently; good verbal & written communication; interpersonal skills; ability to complete assignments in a timely manner. Valid Texas Driver license & reliable transportation; involves working 1-2 Saturdays a month for 4 hours. May be required to work after hours due to community needs. This is a Part Time position, PRN – AS NEEDED, up to 29 hours per week. There will not be Medical, Dental or Vision Insurance benefits offered.	\$20.00 per hour
18-036	Community Development	Project Coordinator	HS Diploma/GED with some college. College degree preferred. 5 years job experience in project & program coordination for a government agency. Engineering experience preferred. Construction background or understanding of construction terminology preferred. Strong computer skills, werbal & written communication & organizational skills, interpersonal skills. Ability to complete assigned projects in a timely manner. Working knowledge of CDBG, HOME ADDI & ESG Programs. Knowledge of Davis-Bacon Related Acts & Environmental Review Procedures.	P/M Grade 10, \$1,757.60 biweekly
18-017	Community Supervision & Corrections	Community Services Restitution Facilitator-PT	HS Diploma/GED; 2 years exp., Supervisory skills. Prefer construction, building maintenance and/or lawn maintenance skills. Valid TX Driver's License. Work weekends/weekdays.	\$13.64 per hour
18-006	Constable-PCT 3	Volunteer Reserve Deputy Constable	HS Diploma/GED; Basic TCOLE. 1 year job exp. OR 2 years of college (60 hours). Valid TX Driver License; firearms proficiency.	VOLUNTEER
18-012	Constable-PCT 4	Volunteer Reserve Deputy Constable	HS Diploma/GED; Basic TCOLE. 3 years full-time law enforcement exp. Valid TX Driver License; firearms proficiency.	VOLUNTEER
18-011	Constable-PCT 2	Reserve Non-Paid Deputy Constable	HS Diploma/GED; Basic TCOLE. 1 year job exp. OR 2 years of college (60 hours). Valid TX Driver License; firearms proficiency.	VOLUNTEER
18-015 18-064	Constable-PCT 4 Constable-PCT 3	Deputy Constable Contract	HS Diploma/GED; Basic TCOLE. 1 year job exp. OR 2 years of college (60 hours). Valid TX Driver License; firearms proficiency.	LE Grade 9, \$1,756.80 biweekly
18-057	County Tax Assessor/Collector	Clerk III	HS Diploma/GED; 2 years of related work experience. Strong computer skills & proficient in data entry; 10-key by touch; good verbal & written communication skills; good interpersonal skills; ability to learn & comprehend established office routines & policies inclusive of financial-mathematical tasks.	A/C Grade 7, \$1,180.00 biweekly
18-043	Courts Administration	Courts Interpreter	HS Diploma/GED or Higher; 3 years of experience in translation & interpretation. Strong computer skills, verbal & written communication & organizational skills, strong interpretanal skills. Must be a Licensed Court Interpreter by the Judicial Branch Certification Commission (JBCC) & must hold a master license in control of the Court Local Sci. (10). Bit license in Experience Sci. (20). The Court Court of the Court Court of the Court Court of the Court Court of the Cour	P/M Grade 12, \$2,154.40 biweekly
18-058	District Clerk	Clerk III (2 positions)	accordance with Govt. Code 157.101 (d) (2). Bi-lingual in English/Spanish.  HS Diploma/GED; 1 year general business experience. Good computer & data entry skills; knowledge of MS Office Suite preferred; math & typing skills; good verbal & written communication & comprehension skills. Must be flexible with regard to work assignments & location; proof of liability insurance may be required. Must make frequent court attendance & have no visible tattoos. TYPE: 40 WPM.	A/C Grade 7, \$1,180.00 biweekly
18-019	Drainage District	Equipment Operator	HS Diploma/GED; 1 year job related experience. Good driving skills, good verbal & written communication skills; good interpersonal skills; general working knowledge of & ability to operate required equipment. Valid Texas Commercial Driver License (or obtain within 89 days of employment). Herbicide & Insecticide Certification (or obtain within 6 months of employment).	O/S Grade 5, \$1,167.20 biweekly
18-020	Drainage District	Mechanic	HS Diploma/GED; 2 years experience as Mechanic or Mechanic Helper. Good interpersonal skills; ability to complete assignments accurately & in a timely manner. Knowledge of automotive maintenance & repair. Valid TX Commercial Driver License with Hazardous Material Endorsement or must be obtained within 90 days of employment. Mechanic certification may be required.	O/S Grade 7, \$1,383.20 biweekly
18-021	Drainage District	Bridge Crew	HS Diploma/GED; 1 year job related experience. Good verbal & written communication skills; good interpersonal skills. Requires understanding to carry out detailed instructions, complete printed forms & make notes. Must have the ability to swim & work at heights up to 25 ft. Valid TX Commercial Driver License.	O/S Grade 5, \$1,167.20 biweekly
18-022	Drainage District	Heavy Equipment Operator – PT	HS Diploma/GED; 2 years job related experience as an Equipment Operator. Good driving skills, good verbal & written communication skills; ability to understand & carry out instructions & complete assignments; thorough knowledge of & ability to operate required heavy equipment; knowledge of road design and/or drainage channel design construction & maintenance. Must have a Valid Texas Commercial Driver License. This job is funded for a Special Project & end date is not known at this time. Up to 40 hours per week.	\$18.00 per hour
18-044	Emergency Medical Service	Paramedic I	HS Diploma/GED; State of Texas Certified Paramedic. 6 months full time employment as a Paramedic. Strong verbal & written communication and organizational skills; interpersonal skills; ability to complete projects. Applicants must pass the FBC Emergency Medical Services entrance written & skills examination. Subject to emergency call-in. Valid Driver License.	EMS Grade P-1, \$2,110.28 biweekly
18-045	Emergency Medical Service	Paramedic Apprentice	HS Diploma/GED; State of Texas Certified / Licensed Paramedic is required. No previous experience required. Strong verbal & written communication & organizational skills; Interpersonal skills; Ability to complete projects. Valid Texas Driver License.	EMS Grade P-A, \$1,948.35 biweekly
18-046	Emergency Medical Service	Paramedic – PT	HS Diploma/GED; Certified or Licensed Texas Paramedic. Current employment as a Paramedic in a 9-1-1 EMS service with a comparable call volume to FBCEMS; or employment in a hospital setting (e.g. critical care or emergency room technician). Strong verbal & written communication and organizational skills; ability to complete projects. Applicants must pass the FBCEMS entrance writtene & skills examination; Must work or be scheduled (as available) for a minimum of 24 hours per month; maintain a State of Texas valid Driver License. Up to 28 hours per week.	\$15.00 per hour
18-069	Emergency Medical Service	Administrative Assistant – Patient Account Services	HS Diploma/GED; 3 years of experience in related field. Good computer & typing skills; good verbal & written communication skills, accounting & bookkeeping skills. Good interpersonal skills. Experience in ambulance billing, private insurance, worker's comp., Medicare, Medicaid, chip, medical terminology, Tricare, & medical/billing records. TYPE: 40 WPM.	A/C Grade 8, \$1,263.20 biweekly
18-072	Engineering	Permit Coordinator	Associate's Degree in Business Administration or related field; (4 years of directly related experience may substitute for the degree requirement). 3 years job related experience. Good computer & mathematical skills; good verbal & written communication & organizational skills; good interpersonal skills; ability to read & understand construction plans, topography & geological surface forms, recognize soil classifications; ability to understand civil engineering & floodplain terminology. Texas Floodplain Management Association (TFMA) Member & Certification must be obtained within 1 year of employment.	P/M Grade 11, \$1,860.80 biweekly
18-073	Engineering	Labor – PT – Recycle/Household Hazardous Waste Center	HS Diploma/GED; Ability to understand & carry out instructions; general working knowledge of & ability to operate required equipment. Duties require climbing, use of hands and/or fingers to grasp, handle, pick-up (up to or over 100 lbs); frequent standing, walking, talking, listening, reaching with hands & arms; close vision, distance vision, ability to distinguish color, peripheral vision & depth perception. Maximum 28 hours per week as needed, Monday-Saturday.	\$10.00-\$15.00 per hour
18-038	Facilities Interdepartmental Construction	Carpenter (2 positions)	HS Diploma/GED; Trade School Certificate. 3 years job related experience. (6 years documented carpentry experience in addition to 3 years required exper. may substitute for Trade School Certificate). Basic structural design knowledge, including layout, form building, rough framing, & inside and outside finishing. Must have ability to work from blueprints or create own building plan when needed. Strong math & geometry skills necessary for carpentry calculations; ability to figure cost & projected completion date. Valid TX Driver License, CDL preferred. Position is funded for a Special Project & end date is unknown at this time.	O/S Grade 7, \$1,383.20 biweekly
18-039	Facilities Mgmt. & Planning	Building Maintenance Worker III	HS Diploma/GED; 3 years job related experience. Good verbal & written communication skills; good interpersonal skills. Basic working knowledge of plumbing & carpentry; specific knowledge of commercial electrical & HVAC systems. License preferred.	O/S Grade 7, \$1,383.20 biweekly
18-056	Information Technology	Senior Programmer / Analyst (2 positions)	Bachelor's degree in computer science, information systems or related field preferred. (4 additional years of relevant professional experience may be substituted for the Bachelor's degree). 5 years relevant programming experience, including 1 year management, supervisory or team lead experience. Experience in computer programming & systems design. Thorough knowledge of Microsoft .Net, SQL Server, & integration methodologies. Experience with mobile application development a plus. Proficient skill in understanding & translating highly compets concepts; ability to design, debug & maintain complex code, modules or applications. Ability to complete work within specified project time schedules. Excellent interpersonal & communication skills.	P/M Grade 13, \$2,482.40 biweekly
18-068	Information Technology	Network Engineer – Voice	Bachelor's Degree in Computer Science, Information Systems or related field. (HS/GED and 5 years of relevant professional experience may be substituted for the Bachelor's Degree). 5 years hands-on experience configuring & managing Voice over IP systems. Advanced Network knowledge of VoIP technology, protocols & security systems. Desirable but not essential: 10+ years of IT experience Cisco Certifications such as Cisco Certified Network Associate (CCDA) or Cisco Certified Design Associate (CCDA). Direct experience designing, administering, securing & maintaining a converged enterprise network that includes wireless, VoIP & video technologies. Strong verbal & written communication skills & interpersonal skills. Avaya Certified Implementation Specialist (ACIS) or Avaya Certified Solutions Specialist (ACSS) preferred.	P/M Grade 13, \$2,482.40 biweekly
18-047	Juvenile Probation	Intern – PT	Interns must have completed requirements for a Master's Degree in Psychology (or related field) & passed the Texas State Board of Examiner's exam. Must have LPC-Intern licensure. Must be able to work at least 2 nights per week. Up to 29 hours per week.	\$18.00 per hour
18-048	Juvenile Probation	Juvenile Detention Officer – MALE	HS Diploma/GED; Must be 21 years of age or older. 1 year job related experience; (residential supervision preferred). Good computer skills; strong organizational, verbal & written communication skills; strong interpersonal skills. Eligible to be a Certified be be a Certified by First Aid, Crisis Prevention Intervention (CPI) Certification. Availability for shift work & weekends. Male applicants only.	CS Grade 7, \$1,228.80 biweekly
18-049	Juvenile Probation	Juvenile Detention Officer – PT – FEMALE	HS Diploma/GED; Must be 21 years of age or older. 1 year job related experience; (residential supervision preferred). Good computer skills, strong organizational, verbal & written communication skills; strong interpersonal skills. Valid Texas Driver License, Certified Detention Officer, CPR, First Aid, Crisis Prevention Intervention (CPI) Certification. Availability for shift work & weekends. Part Time, up to 28 hours per week. Female applicants only.	\$13.15 per hour
18-030	Juvenile Probation	LVN / Medical Officer II	HS Diploma/GED; Licensed Vocational Nurse in State of Texas required. Minimum 21 years of age. 1 year job related experience (working with Juvenile Offenders is preferred). Good typing, verbal & written communication skills; good organizational skills; good interpersonal skills. Requires shift work in a detention facility; ability to work 12 hour shifts with a flexible schedule & to work every other weekend.	PH Grade 10, \$1,691.20 biweekly
18-052	George Memorial Library – Administration	Network Specialist	Associate's degree in Network Administration and/or CCNA Certification with an emphasis in security, active directory, & group policies. 1 year job related experience. Strong technical background in networking, telecommunications & security. Strong computer skills with knowledge of several platforms; strong verbal & written communication; interpersonal skills. Must stay informed of technological advances; ability to complete assigned tasks within tight deadlines.	A/C Grade 10, \$1,455.20 biweekly
18-041 18-065 18-071	Sugar Land Branch George Memorial Support Services	Library Clerk – PT	Must be 16 years of age or older. HS Diploma/GED preferred. Strong computer skills; keyboard & typing skills; good communication skills & ability to interact easily with staff & the public. Ability to understand & carry out instructions. Position requires evening & weekend hours. 24 hours per week.	\$9.50 per hour

18-053 18-031 18-066 18-070	First Colony (Youth) University (Adult) George Mem. (Adult) Sugar Land (Youth)	Library Assistant – PT	Requires HS Diploma/GED & 2 years of college; relevant work experience preferred; typing & keyboarding skills; computer skills involving use of the Internet & database searching; good communication skills & ability to interact easily with staff & public; ability to bend, stoop, reach, lift library materials up to 25 lbs. Position requires evening & weekend hours. 24 hours per week.	\$10.50 per hour
18-067	George Memorial Library – Administration	Building Maintenance Worker II	HS Diploma/GED; 1 year job related experience. Basic knowledge of air conditioning, electrical & plumbing repairs. Good verbal & written communication skills, good interpersonal skills, with ability to deal effectively with people. Valid Driver License. Able to work evening & weekend hours.	O/S Grade 5, \$1,167.20 biweekly
18-024	Parks & Recreation	Park Worker I – PT (5 positions)	HS Diploma/GED: 2 years job related experience. Good computer & typing skills; verbal & written communication; organizational & interpersonal skills. Ability to complete assigned projects in a timely manner. Work location: Four Corners Community Center, Kitty Hollow, Gordon Ranch & Kendleton Parks. Up to 29 hours per week, & working weekends.	\$12.00 per hour
18-025	Parks & Recreation – Fairgrounds	Maintenance Worker	HS Diploma/GED; 6 months job related experience. Basic skills in operation of lawn & building care equipment; good interpersonal skills. Requires understanding to carry out detailed verbal & written instructions; complete printed forms & make notes; perform routine mathematical calculations. Valid TX Driver License. Required to work 40 hours per week with hours other than 8-5 & flexible days off; must be able to adjust to changing schedules.	O/S Grade 5, \$1,167.20 biweekly
18-027	Parks & Recreation – Jones Creek Ranch Park	Park Worker I - PT	HS Diploma/GED; 2 years job related experience. Good computer & typing skills; verbal & written communication; organizational skills; interpersonal skills; ability to complete assigned projects in a timely manner. Up to 29 hours per week including weekends.	\$10.00 per hour
18-050	Public Transportation	Intelligent Transportation Systems Manager	Bachelor's degree in Computer Science or related field. 6 years job related experience. Proven proficiency with both oral & written communication skills. Strong leadership, problem solving & management skills. Organizational skills & ability to complete multiple tasks a must. Strong interpersonal skills.	P/M Grade 11, \$1,860.80 biweekly
18-051	Public Transportation	Assistant Transit Director	Bachelor's degree in Business Management, Public Administration, Transit Management, Political Science, Urban Studies or related field with major coursework in transportation planning, or 7 years additional Transit Operations experience may substitute for the degree requirement. 7 years job related experience. Direct Transportation Operations & Management experience or education. Proven proficiency with both oral & written communication skills. Strong math or accounting & management skills. Organizational skills & the ability to complete multiple tasks a must. Strong interpersonal skills & ability to deal effectively with the public, other employees & elected officials.	P/M Grade 14, \$2,843.20 biweekly
18-023	Road & Bridge	Laborer in Training	HS Diploma/GED; 6 months of work experience. Previous construction experience preferred. Good interpersonal skills; must be able to follow instructions and complete assignments within time. Valid Texas Driver License; must obtain a Commercial Driver License within 6 months of employment.	O/S Grade 4, \$1,076.00 biweekly
18-008	Sheriff's Office	Volunteer Reserve Deputy Sheriff	HS Diploma/GED; Basic TCOLE certification. 1 year job exp. Valid TX Driver License; firearms proficiency.	VOLUNTEER
18-009	Sheriff's Office	Deputy Sheriff	HS Diploma/GED; currently holds or "eligible to hold a Peace Officer license (TCOLE); "at time of application must have passed a Basic Police Academy & passed the TCOLE Licensing Exam. 1 year experience performing peace officer/felecommunication/correctional officer duties; OR 2 years military service w/ an honorable discharge, OR 30 credit hours w/ cumulative GPA of 2.0 from accordated college or university. Valid TX Driver License.	LE Grade 9/4, \$1,756.80 biweekly
18-010	Sheriff's Office	Detention Officer Civilian – MALE	Must be a US Citizen; 18 years of age or older. HS Diploma/GED. No previous experience required. Good organizational skills; interpersonal skills; ability to complete assigned projects in a timely manner. Valid Texas Driver License; Basic Jaller Certification to be obtained within first year of employment. Must be elicible for licensing by TCOLE. Ability to work rotation shifts. Male applicants only.	CS Grade 7/2, \$1,228.80 biweekly
18-002	Sheriff's Office	Bonding Clerk	HS Diploma/GED; 1 year job related experience. Strong Microsoft Office (Word, Excel, Access & Outlook), Quicken & typing skills. Good verbal & written communication skills; Strong interpersonal skills. Must become a Notary Public of Texas. Flexible schedule including overtime, shift work, weekends and/or holidays is required. TYPE: 35 WPM.	A/C Grade 5, \$1,033.60 biweekly
18-061	Sheriff's Office	Records Clerk	HS Diploma/GED; 6 months job related experience. Good computer & typing skills; 10-key calculator by touch; 70% proficiency in basic Microsoft Word & Excel; working knowledge of database software. Good verbal & written communication skills; bookkeeping & organizational skills. Good interpersonal skills; ability to prioritize own work. TCIS / NCIC Less than Full Access within first year of employment. TYPE: 35 WPM.	A/C Grade 5, \$1,033.60 biweekly
18-029	Social Services	Case Manager Specialist	Bachelor's degree in social work, psychology or related field; 4 years of experience providing service coordination for victims of crime. Good computer skills & proficient in data entry; good verbal & written communication skills. Good interpersonal skills. Bilingual English/Spanish preferred, but not required.	A/C Grade 9, \$1,355.20 biweekly

Please visit Fort Bend County's website or stop by the Human Resources Department to view additional job descriptions.

Fort Bend County is an Equal Opportunity Employer that does not discriminate on the basis of race, color, age, sex, religion, disability or national origin, or any other reason protected by law.

Employees please use the INTERNAL application located at the FBC Website/Employee Careers Page or eConnect